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U. S. WAR FOOD ADMINISTRATION
MANNING TABLES AND REPLACEMENT SCHEDULES

June 1943

Both trained fighters and workers are essential to the winning of the war. Trained fighters, however, are more restricted as to age, sex, and physical condition than are workers. The needs of our armed forces will compel the eventual induction into active service of practically all men who can meet the requirements. These men must be released by industry.

Both the Manning Table Plan, and the Replacement Schedule developed cooperatively by the War Manpower Commission and the Selective Service System, are intended to provide a basis for the withdrawal of workers eligible for military service at a rate that will allow others not suitable for active service to be trained to replace them. The major purpose of both plans is to indicate the form in which the employer should keep the record of his labor force so that workers may be withdrawn from his industry with the least possible disturbance to production.

The Manning Table Plan is designed to assist in accomplishing the greatest utilization of the manpower of the Nation. It is a plant or industry analysis made up from a complete and detailed survey of the personnel requirements of the employer. The information necessary for labor planning, hiring and transferring of workers, training and upgrading, use of women, placement of handicapped persons, and the utilization of labor within the plant or industry is given.

While Manning Tables provide a complete labor force inventory of the plant or company using it, Replacement Schedules give complete information only regarding male employees who are or may become eligible for military service.

Only those activities which are essential to the war effort qualify for the use of Manning Tables and Replacement Schedules. Information with regard to the preparation and submission of Manning Tables and Replacement Schedules may be secured from Regional or Area Offices of the War Manpower Commission. It is desirable to work out the Manning Table Plan first so that the Replacement Schedule can be prepared from the same data and will conform to it. However, in any case where it appears advisable, a Replacement Schedule may be accepted in immediate operation without a Manning Table.

It is not expected that all employers will use the Manning Table Plan and the Replacement Schedule. Local Boards will continue to give consideration, as provided by Selective Service Regulations and policies, to affidavits for occupational classification submitted by employers who are not using either of these forms. However, as the manpower supply becomes more limited, it will be increasingly important for employers to do all they can to cooperate in order to secure favorable consideration of their manpower needs. All essential industries should act immediately to help counteract their growing manpower shortages by preparing Manning Tables and Replacement Schedules.

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